

# HCSIS Alert!

Department of  
Mental  
Retardation

Don't forget! Sign up for training on the New Incident Reporting Process. Training in HCSIS and electronic reporting will come after the Pilot.

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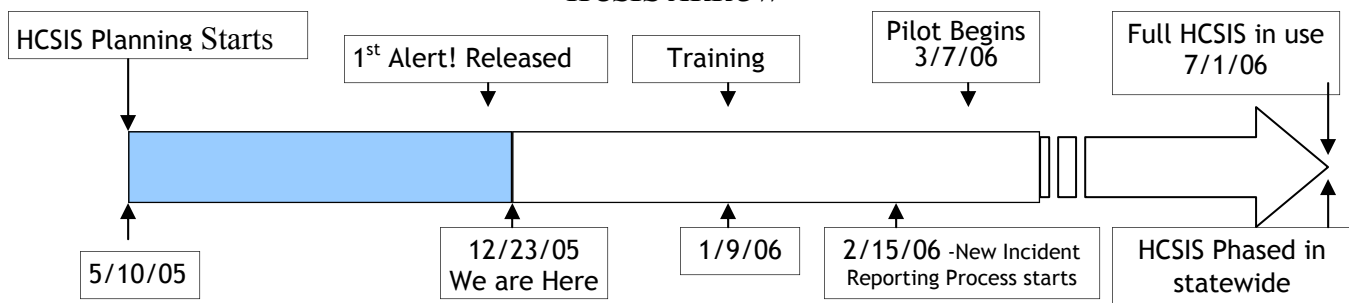
Contact Hans H. Toegel at:  
(617) 624-7781 or at:  
[Hans.Toegel@state.ma.us](mailto:Hans.Toegel@state.ma.us)  
with questions.

We wish all of you a Happy and Healthy Holiday Season!

**Provider Readiness:** DMR is working with Provider Representatives to create a package of information that will help providers think about how they will implement HCSIS in their organizations. This self assessment will take into account the differences in each provider organization with respect to preferences, technological capacity and internal needs. Once we have the assessment of provider readiness, we can begin to troubleshoot the best way to implement HCSIS in each organization and where any gaps to full HCSIS implementation may exist. The initial package of information should be ready to send out during the first week in January, 2006. Look for it to appear in your in-box soon after the holidays.

**Transition:** This group has been busy working with Business Process and Training to make sure that the training that will take place beginning January 9, 2006 is clear and practical. The training will focus on the paper version of the new Incident Reporting process. The electronic HCSIS process will be rolled-out after the Pilot, some time in April. In the meantime, front-line staff will need a paper process to use for back up in case the electronic system is not available but also to use to begin recording the information about an incident that will later be transcribed and reported electronically. Two reporting forms are currently being reviewed; one that follows the electronic reporting format and one that follows more of the actual business flow that might be followed in any organization.

## HCSIS ARROW



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Remember: Please pass this Alert! On to others in your organization.

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**Training:** By now you should have received the notice of training registration from Valarie Oresto, DMR Training Director. The calendar has been published and DMR is actively registering individuals for classes. We are trying to reserve the earlier classes for providers so they can return to their agencies and train their own staff in the new Reporting Process. As mentioned in **Transition** above, this training is for the paper version of the new Incident Reporting process. Providers and DMR will be trained in how Incident Reporting will change and the new forms that we will use. Following the HCSIS Pilot, we will offer training to all DMR staff and providers in how to use the HCSIS electronic reporting system and the paper process will be used by front-line staff/reporters to begin recording details of incidents that will later be transcribed into the electronic form for submission to DMR.

Since training will begin in January, there may be times of inclement weather. Individuals are encouraged to call the weather line at (617) 624-7808 to check for class cancellations.

**Testing:** The team has about 100 testers and continues to recruit for testers from among providers, facilities and DMR. Testers will be asked to sign up for test days in order to make sure we have adequate numbers of testers and coverage for the expansive testing of the system that will take place. DMR Functional Leads will begin reviewing test cases the week of 12/19. Testing will begin in January after testers receive training in the new processes.

**Remember:**

1. Share this Alert! with other people in your organization
2. Make sure to sign up for training - providers should try for earlier dates so as to have time to take training back to your organizations
3. See the first issue of HCSIS Alert! For an overview of the project
4. Contact Hans Toegel at DMR Central Office with questions at: (617) 624-7781 or by email at [Hans.Toegel@state.ma.us](mailto:Hans.Toegel@state.ma.us)

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Here is a list of the people who participate on each of the groups for the HCSIS Implementation.

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## **Implementation Team:**

Margaret Chow-Menzer, DMR Asst. Comm.  
Tim McFall - Business Analysis  
Hans Toegel - DMRIS Project Director  
Karen Hunsberger - HCSIS Project Manager  
Tara Jones - DMR Project Manager  
Connie Lehr - Office of Quality Management  
Joanne Galvin - DMR Testing Manager  
Matt Hannon - HCSIS Team Test Manager

Valarie Oresto - DMR Training Manager  
Nancy Pianka - MEDITECH Lead Analyst  
Cyndy Miller - Area Director  
Terry O' Hare - Regional Director  
Jane Ryder - Northeast State Op Director  
Nick D'Aluisio - Facility Director  
Kim Kelly - Risk Manager  
Jack Rossini - Central Office Investigations  
Julia Bonarrigo - HCSIS Team Training Manager

## **Business Process:**

Connie Lehr, DMR, OQE  
Karen McDonald, Seven Hills  
Valarie Oresto, DMR Dir. Of Training  
Nick D'Aluisio, Dir. Wrentham  
Cyndy Miller, Area Dir. Plymouth  
Beth Donovan, Serv. Coord.  
Denise Donovan, CentralWest  
Jack Rossini, DMR Investigations  
Scott Weber, CentralWest State Ops.  
Kim Kelly, DMR Regional Risk Manager

## **Communication:**

Terry O'Hare, DMR Regional Director  
Cyndy Miller, Area Dir. Plymouth  
Karen Hunsberger, HCSIS Consultant  
Deb Grzywacz, Dep. Asst. Commissioner, DMR  
Collette Demers, DMR Clinical Director  
Mike Maloney, President, HMEA  
Jane Arthur, Facility Dir. Monson  
Tanya Stonehouse, Serv. Coord.  
Ed Sacco, Exec. Dir. Nexus

## **Help Desk:**

Timothy McFall, DMR Business Analyst  
Nancy Pianka, DMR Sr. Business Analyst  
Tara Jones, DMRIS Project Director  
Betty Meyers, Help Desk Manager  
Andy Cousins, Asst. Facility Dir.  
Hilary Croach, CIO, Bay Cove Hum. Serv.

## **Provider Readiness:**

Margaret Chow-Menzer, DMR Asst. Comm.  
Gail Grossman, DMR Asst. Comm.  
Hans Toegel, DMR Dep. Asst. Comm.  
Ken Singer, Berkshire Co. ARC  
Diane Iagulli, Delta Projects  
Marty Berliner, Growthways  
Mandy Chalmers, DMR Regional Director  
Kathy Janssen, Riverside CC  
Grace Healey, ADDP  
Pat Howard, Principal, Deloitte  
Joanne Simons, The Eastern Middlesex ARC

## **Testing:**

Joanne Galvin, DMR Impl. Test Manager  
Matt Hannon, HCSIS Team Test Manager  
Kim Kelly, Risk Manager Metro Region  
Jack Rossini, Central Office Investigations  
Paula Potvin, NE Region Risk Manager  
Dean MacIsaac, NE Region MIS  
David Serra, Monson Res. Services Director  
Gap Pallazola, Hogan Regional Center  
John MacLean, SC, Plymouth AO  
Jane Ryder, State Op. Residence Director  
Veronica Wolfe, NE Region Clinical Director  
Jan Rusiecki, Central Res. Services Director  
Sharon Oxx, Health Services Director  
Ron Sanfield, National Core Indicators  
Barbara Brown, Amego  
Karen McDonald, Seven Hills

## **Training:**

Valarie Oresto, DMR Training Director  
Barbara Brown, Amego  
Julia Bonarrigo, HCSIS Consultant  
Nancy Pianka, DMR Sr. Business Analyst  
Susan Docanto, SRS Training Director  
Paul Blake, Facility Director of QE  
Alberto Barreto, DMR Central Office Trainer  
JoAnn Robichaud, DMR Central Office Trainer  
Dan O'Connell, Southeast Regional Trainer

## **Transition:**

Hans Toegel, DMR Deputy Asst. Comm.  
Bertha Young, DMR. Dep. Asst. Comm.  
Joanne Galvin, DMR Implementation Test Mgr.  
Bernie Murphy, Dir. Investigations  
Tom Anzer, Dir. Restraints  
Jan O'Keefe, Dir. Risk and Incidents

Sharon Oxx, Health Services Director  
Kathy Phillips, DMR, SIM  
Susanna Chan, DMR, SIM  
Tara Jones, DMRIS Project Director  
Karen Hunsberger, HCSIS Consultant  
Connie Lehr, DMR, OQM